



## **PAWNBROKER/SECONDHAND JEWELRY DEALER/SECONDHAND ARTICLE DEALER/SECONDHAND ARTICLE DEALER/MALL/FLEA MARKET**

City of Greenfield City Clerk's Office  
7325 W. Forest Home Avenue, Rm. 102  
Greenfield, WI 53220  
414-329-5219

### **Who Needs This License?**

Any person engaging in the business of lending money on the deposit or pledge of any article or purchasing any article with an expressed or implied agreement or understanding to resell it at a subsequent time.

### **Requirements**

- Applicants should FIRST contact the Police Department at the following number to determine if a license is required:
  - John Lucas 414-761-5300
- Also, contact the Community Development Division, Inspection Department and Health Department to determine if Plan Commission review or permits from these departments are necessary:
  - Community Development 414-329-5342  
Kristi.Porter@greenfieldwi.us
  - Health Department 414-329-5267  
Kendall.Wyss@greenfieldwi.us
  - Inspections Department 414-329-5334  
Scott.Golembiewski@greenfieldwi.us
- Applicants seeking approval for short-term outdoor events (Flea Markets) should:
  - Contact the Community Development Manager at 414-329-5342 or Kristi.Porter@greenfieldwi.us to find out if an Outdoor Special Event (OSE) is required. OSE applicants must apply either 30 or 90 days in advance, depending on the size and scope of the event.

### **Application Process**

Submit the following:

- Pawnbroker/Secondhand Jewelry Dealer/Secondhand Article Dealer/Mall/Flea Market License
- Appropriate fee: Once the application has been submitted, you will receive an email once your invoice is ready to be paid.
  - \$210 Pawnbroker license
  - \$30 Secondhand Jewelry Dealer license
  - \$200 Secondhand Article Dealer license
  - \$165 Mall/Flea Market license
- Businesses may need a license in more than one category.
- \$10 background check for managers and all employees who will act as a "person in charge" listed on the Supplemental List.
- Supplemental List

**\*\*Please note when paying for your license online with a credit card, there will be a transaction fee of 2.5% with a**

**minimum of \$2.00 added to your payment.\*\* If you want to avoid the fee, you can mail a check to:**

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### **Deadline for Application Submittal**

**New Applications** must be approved by the Greenfield Common Council. Applications must be submitted at least 13 days prior to a Council meeting to be eligible for consideration. The Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. From June through September, the Council meets only once per month (on the 3<sup>rd</sup> Tuesday of each month).

**Renewal Applications** must be approved by the Greenfield Common Council. Applications should be submitted and paid for by April 15th.

### **License Period**

License year begins July 1 and ends on June 30<sup>th</sup> of the following year. License year begins July 1 and ends on June 30<sup>th</sup> of the following year. Once a license is approved, you will be notified via email that you can access it for printing or viewing electronically through your BS&A online account.

If another business holds a license for the current license year at the same address, that license must be surrendered in order for the new license to be released. The licensee of the business going out of business should write "I surrender this license" across the license and sign and date the license being surrendered. The surrendered license must be returned to the City Clerk's office before the new license can be mailed or picked up.

Licenses must be posted in a conspicuous place on the premises.

### **Renewal Applicants**

License renewal notices are generally emailed in early March and specify the deadline to renew your license (usually mid-April).

### **Recordkeeping & Reporting Requirements**

Ordinance #3005 (adopted on October 4, 2022) implements recordkeeping requirements for businesses with this license. Copies of Ordinance #3005 are available from the City Clerk's office. Questions regarding these requirements should be directed to John Lucas at the Greenfield Police Department at 414-761-5300.